

ARNG AGR Job Opportunity Vacancy

**STATE OF WYOMING MILITARY DEPARTMENT
Office of the Adjutant General
5500 Bishop Boulevard
CHEYENNE, WYOMING 82009-3320**

30 May 2007

1. Announcement is made of the following AGR position. A brief description of duties and responsibilities is on the reverse side of this announcement.

Position Title:	Personnel Sergeant
Announcement No:	07-100
Closing Date:	25 June 2007
Max Grade Authorized:	E-7
MOS Criteria:	42A
Physical Profile:	323222
Aptitude Area:	CL Score: 95
Security Clearance:	None
Unit/Duty Location:	SIDPERS, Cheyenne, Wyoming
Female Asg Elig:	Open
Nominating Official:	WOC Marty Martinez

2. This position is open to all active members of the Wyoming Army National Guard.

3. All applicants, to include current AGRs, need to submit the forms listed under the instructions for applying section to HRO. Must be able to serve at least 5 years in active military status prior to completing 18 years of active federal service. Must meet medical & physical standards. Must meet eligibility criteria as prescribed in Tables 2-1, 2-2, 2-3 and AR 135-18. Selected individual must become qualified in MOS **42A** within one (1) year of assignment.

4. A brief description of duties and responsibilities and the instructions on how to apply for this position are on the reverse side of this announcement.

Special Notes:

- The selectee will be required to participate in Direct Deposit/Electronic Fund Transfer (DD/EFT).
- Use of government envelopes and/or postage for personal use is strictly prohibited.
- Faxed/emailed applications will not be accepted.
- Do not submit applications in file folders, binders, etc...

The Military Department of Wyoming is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, color, national origin, sex, political affiliation, or any other non-merit factor.

Human Resources Office Point of Contact:

2d Lt James Tschacher at (307) 772-5205, DSN 388-5205, or E-Mail james.tschacher@us.army.mil

INSTRUCTIONS FOR APPLYING

Individuals may apply by submitting the following documents to the Human Resources Office, 5500 Bishop Blvd., Cheyenne, WY 82009-3320, so as to arrive not later than 1630 on the closing date. Phone (307) 772-5134. Applications not containing the required forms will not be considered. Copies are acceptable.

- NGB Form 34-1: Application for Active Guard/Reserve (AGR) Position, must be signed.
- TAG WY Form 17: Individual Record of Weight Control/Progress dated within last 30 days.
- DA Form 5500-R: Body Fat Content Worksheet (if applicable)
- DA Form 2-1: Personnel Qualification Record
- NGB Form 23/23A: ARNG current Annual Retirement Points Accounting Statement.
- Standard Form 88: Report of Medical Examination
- Standard Form 93: Report of Medical History
- DA Form 705: Current Army Physical Fitness Score Card.
- Last 5 NCOERs/OERs: If less than 5, submit what you have. A letter of recommendation or performance from the applicant's military supervisor will be submitted on soldiers not requiring an NCO-ER/OER.
- Full length photograph in Class A Uniform taken within last 12 months.
- SF 181, Race and National Origin Identification Form (optional).
- A copy of college transcripts must be attached for any claimed college courses. Copies of certificates/diplomas for claimed related education must be attached.

BRIEF POSITION DESCRIPTION

Receives documentation concerning military personnel transactions. Dates and logs in documentation to maintain an audit trail. Verifies current information in SIDPERS to substantiate requested action, and if accurate, processes and inputs action into database. Reconciles report of previous day's entries against hardcopy documentation, identifies erroneous entries, and correctly inputs action to resolve the error. Forwards documents/documentation, as required to other work centers for further processing. Generates and distributes reports to the appropriate user. Participates in readiness/mobilization Soldier Readiness Processing (SRP) activities. Performs detailed regulatory and procedural review, and processes a variety of routine military human resource transactions which may include but are not limited to: accessions, promotions, transfers, boards, incentives, training, and personal recognition of enlisted and officer personnel in the National Guard. Determines the validity of the requested action and insures that requirements related to the request are met. Notifies units of documentation requiring corrections or for those actions that are incomplete. Interviews personnel, as required to obtain data needed to complete actions. Maintains all required forms, makes additions, revisions, or deletions to records, policies and procedures. Recognizes limited, well-defined and approved alternatives for meeting criteria or justifying exceptions. Researches and/or provides information regarding a variety of rules, regulations, procedures, and requirements to provide explanations of actions taken or recommended. Drafts or prepares related correspondence for appropriate signature. Maintains SIDPERS state level automated personnel system. Enters data in automated systems. Retrieves data from information sources, both manual and electronic, for use in answering questions, responding to correspondence, or preparing reports. Attends all unit training assemblies, additional training assemblies and annual training assemblies.